

Maryland Department of Health
Center for Recreation and Community Environmental Health Services
Youth Camps

Trip Safety Plan Guidance

Purpose

The purpose of a written trip safety plan is to inform camp staff and volunteers what actions to follow to ensure each camper's safety while on a trip. The trip must be conducted according to the safety plan.

Training

Staff and volunteers must receive training in the trip safety plan. Training must include an opportunity to discuss the procedures and ask questions.

Knowledge and Conduct

Staff and volunteers must know and follow the camp's trip safety plan procedures.

- Each staff member / volunteer must receive training on the trip safety plan and be allowed to ask questions regarding the plan.
- The camp must keep documentation that each staff member / volunteer received the training not more than 30 days before the trip.

Availability

The trip safety plan must be on file in the camp headquarters or office and a copy must be available to the staff / volunteers.

- Each staff member / volunteer must know where the trip safety plan is kept and / or be provided with their own copy of the plan.

Writing a Trip Safety Plan and Procedures

Provide the following descriptions and action in your trip safety plan:

- 1) Describe the health and safety risks of each trip and how these risks are addressed.
- 2) Describe all safety rules, standards, and practices for each trip.
- 3) Describe the equipment to be used, your safety procedures, and proper use of the equipment.
- 4) Describe your maintenance procedure and proper storage for the trip equipment to ensure it remains in good working condition.
- 5) Describe the required staff; staff qualifications; and each staff member's responsibility before, during, and after the trip. Minimum state requirements for staffing are below. The camp's requirements may be stricter.
 - a) Director is present (an individual who is 21 years old or older and has at least 24 weeks of supervisory experience).
 - b) An adult with CPR certification from a national organization.
 - c) An adult with first aid certification from a national organization.
 - d) Staff to camper ratio is 1 staff to 10 campers.

- 6) Describe how campers are transported on the trip.
- 7) Describe where and how the health and emergency information for campers, staff members, and volunteers will be kept.
- 8) Describe how the group participating in the trip will communicate to emergency services (911), parents, and main camp office in an emergency.
- 9) Describe who will be the contact person for each trip and what their phone number is.
- 10) Describe how the contact person will maintain the following information and where this information will be kept:
 - a) A roster of participants
 - b) Departure and return times
 - c) Attendance during the
 - d) An itinerary
 - e) The route taken
 - f) Inclement weather plans
- 11) Describe the procedure (who/how) for taking attendance before, during, and after each trip.
- 12) Describe how attendance of all campers is taken quickly during each trip in an emergency.
- 13) Describe how parents, staff, and campers are notified of each trip, prior to the trip.
- 14) Describe how the camp obtains written authorization from the child's parents for the camper to participate in each trip.
- 15) Describe the minimum requirements for camps to participate in each trip (i.e., age, skills, etc.)
- 16) Describe how camper's abilities are evaluated before participation in each trip.
- 17) Describe how the campers are assigned to appropriate areas, equipment, and activities once the evaluation is completed.
- 18) Describe how campers are instructed in safety procedures and the use of any protective equipment.
- 19) Describe how, where, and when (not more than 30 days before the trip) staff member / volunteer will be trained on this trip safety plan.
- 20) Describe how the camp will document that each staff / volunteer has received and understand the trip safety plan training prior to camp and where that documentation will be kept.
- 21) Describe how the staff / volunteers will have access to the trip safety plan; where copies of the plan will be kept and / or copies provided to the staff / volunteers.